

HURST LIBRARY, NORTHWEST UNIVERSITY



3 0579 00432 3330

NORTHWEST COLLEGE



Archives

LB

3012

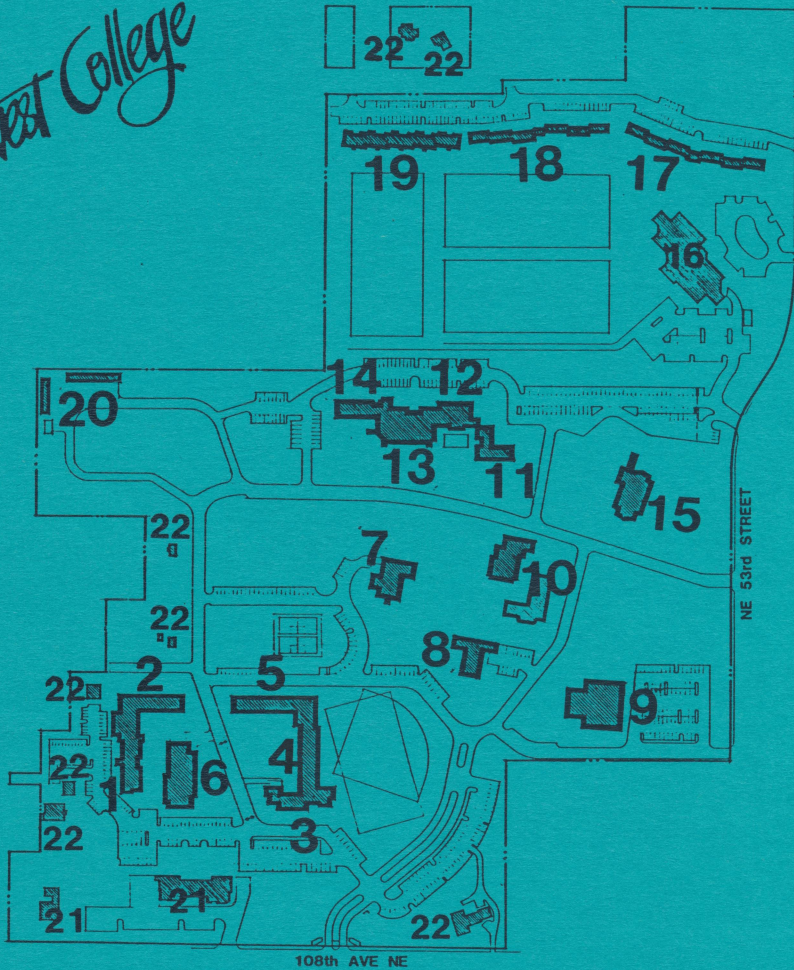
.N67

S78

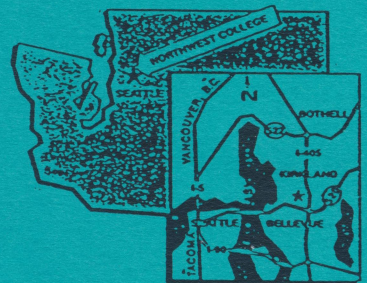
1993-1994

STUDENT HANDBOOK 1993-94

Northwest College



- 1 - F. Gray Men's Residence Hall
- 2 - C.C. Beatty Men's Residence Hall
- 3 - H.W. Crowder Women's Residence/Health Center
- 4 - B. Guy Women's Residence Hall
- 5 - M.J. Perks Women's Residence Hall
- 6 - Cafeteria Food Service
- 7 - D.V. Hurst Library
- 8 - Student Union Building/Snack Shack/Game Room
- 9 - Northwest Pavilion - Gym
- 10 - A.D. Millard Hall - Classrooms
- 11 - D. Fee Hall - Classrooms
- 12 - M. Williams Hall - Classrooms/Dickey Plaza
- 13 - H.H. Ness Administration
- 14 - E.V. Brooson - Faculty Offices
- 15 - C.E. Butterfield Chapel/Amundson Music Center
- 16 - Seattle Seahawks Administration
- 17 - The Flax - Married Student Apartments
(Dwight E. McLaughlin & R.J. Carlson Halls)
- 18 - The Flax - Married Student Apartments
(O.S. Hodges Hall)
- 19 - The Flax - Married Student Two-Bedroom Apts
- 20 - Maintenance Buildings
- 21 - N.W. District Council of the Assemblies of God
- 22 - College Owned Homes



PREFACE

Northwest College of the Assemblies of God is dedicated to the task of preparing young men and women for effective service in the church and in the world. Therefore, the objectives of the College are to develop the social, physical, intellectual, and spiritual areas of life.

Like any other institution having its own special purpose, a College must maintain conditions conducive to the effective performance of its function. Therefore, the College does have special expectations regarding the conduct of the various participants in the academic community. Conduct which distracts from or interferes with the purpose of the College is not acceptable.

Admission to Northwest College carries with it the assumption that students will conduct themselves as mature, responsible members of the academic community. It is expected that they will obey the civil law, will comply with the standards of the College, will maintain a high standard of Christian character, and will respect the rights, privileges and property of others. Students affirm this when they sign the student affirmation of the College application form.

The students are responsible for their conduct. In order to provide students a full understanding of the standards that will enable the College to maintain conditions conducive to the effective performance of its goal and functions, this student handbook is published and revised yearly by the College Administration and Associated Student Body.

The College expects each student to develop every aspect of their life by practicing the basic principles of God's Word. In their spiritual life, the Christian student seeks to love God with all their heart. Academically, they study to be approved by both God and man. Socially, they love their neighbor as themselves. And physically, they practice stewardship of their body, possessions and the property of others.

This handbook is published to acquaint students with the way of life at NC. It tells students what they can expect of the College and what the College expects of them as they seek to prepare themselves for Christian ministry.

STATEMENT OF ADMISSIONS

When a student applies for admission to Northwest College, they must indicate that they have made a personal commitment to Jesus Christ as Lord and Savior and that they are willing to live by the community rules adopted by the College. This means abstaining from practices morally wrong such as stealing, use of profane, vulgar language, sexual sins, and dishonesty, including cheating.

It means that the student will abstain from gambling, pornographic literature, the possession or use of tobacco or illegal drugs, social dancing, the possession or use of any alcoholic beverage, and other behavior detrimental to community life. It is recognized that in all things the principles of selectivity and concern for Christian testimony must be exercised.

While attitudes are difficult to detect, they are as important to God as are outward forms of conduct. The College community is responsible to repudiate unacceptable attitudes and assist in seeking forgiveness so that each individual may grow in grace and righteousness.

In keeping with the College's goal of guidance toward holy living the following are attitudes, qualities of life, and action affirmed and encouraged. "But the fruit of the Spirit is love, joy, peace, long suffering, gentleness, goodness, faith, meekness and temperance." Galatians 5:22-23

The College promotes Christian Citizenship by instruction, loving corrective confrontation, and discipline, when necessary for the purpose of development of a Christian lifestyle in the students.

An acceptable citizenship record also includes financial responsibility to the College and must be maintained in order to qualify for graduation or participation in student offices or extra-curricular assignments.

The College reserves the right to modify and amplify the standards and dates set forth in the Student Handbook and to use its discretion in the interpretation and enforcement of all ideals and standards of conduct however communicated.

The College Administration also reserves the right to require any student to withdraw who is considered to be out of harmony with the goals and the spirit of the College.

TABLE OF CONTENTS

Academic Life	Page 32-35
Activities	Page 35-36
Administrative/Field Representative/Service Personnel	Page 10
Alma Mater	Back Cover
Athletics	Page 36
Cafeteria	Page 30
Calendar of College Events	Page 3
Campus/Public Telephones/Emergency Phone Numbers	Page 7
Campus Life	Page 25-26
Campus Communication	Page 27
Campus Safety	Page 31
College Facilities	Page 28
College Councils/Abbreviations	Page 9
Commercial Activities	Page 28
Discipline	Page 37-38
Drug Policy	Page 35
Executive Associated Student Body Officers/Student Leaders	Page 5-6
Finances	Page 29
Full Time Faculty/Part Time Faculty/Applied Music Faculty	Page 11-13
Grievances	Page 39
Location of College	Front Cover
Motor Vehicle Policy	Page 31
Non-Motorized Bicycles	Page 20
Off-Campus Housing	Page 17
Organization/Student Ministries	Page 4
Principles and Practices of Christian Citizenship	Page 16
Services	Page 40-43
Single Student Residence Life	Page 17-24
Spiritual Life	Page 14-15
Statement of Admissions	Page 1
Telephones	Page 27
Where It's Found - Whom to See	Page 8-9

**NORTHWEST COLLEGE
ACADEMIC CALENDAR**

<u>FALL SEMESTER</u>	<u>1993</u>	<u>(Tentative) 1994</u>
Dorms and Cafeteria Open	8/25	8/24
Orientation and Registration	8/25-29	8/22-28
Classes Begin	8/30	8/29
Academic Convocation	9/1	8/31
Labor Day Holiday	9/6	9/5
Last Day to Register	9/10	9/9
Add/Drop Deadline	9/10	9/9
Spiritual Emphasis Week	9/7-10	9/6-9
Pastoral Lectureship	9/28-30	11/8-10
AGTS Session	9/27-10/1	9/26-30
Alumni Weekend	9/30-10/2	9/30-10/1
Executive Committee of Board	10/1	9/30
Reading Day	10/11	10/10
Early Registration Spring Semester	11/8-12	11/7-11
Thanksgiving Holidays	11/25-28	11/24-27
Board of Directors Meeting	11/29-12/1	11/28-12/1
Finals	12/14-17	12/13-16
<u>SPRING SEMESTER</u>	<u>1994</u>	<u>1995</u>
Dorms and Cafeteria Open	1/6	1/5
Orientation and Registration	1/6-7	1/5-6
Classes Begin	1/10	1/9
Martin Luther King Jr. Day	1/17	1/16
Missions Convention	1/18-21	1/17-20
Last Day to Register	1/21	1/20
Add/Drop Deadline	1/21	1/20
AGTS Session	1/24-28	1/23-27
Executive Committee Board	2/17	2/20
Superintendents Forum	2/17	2/21
Homecoming/Alumni/Parents Weekend	2/18-19	2/17-18
Spring Break	3/14-18	3/13-17
Staley Lecture Series	3/22-25	3/21-24
Easter Holidays	4/1-3	4/14-16
Early Registration Fall Semester	4/4-8	4/3-7
Finals	5/2-5	5/1-4
Board of Directors Meeting	5/4-7	5/3-6
Baccalaureate	5/7	5/6
Graduation	5/7	5/6
<u>SUMMER COLLEGE</u>	<u>1993</u>	<u>1994</u>
NC Session	5/9-6/3	5/8-6/2
AGTS Session	5/23-27	5/22-26

STUDENT MINISTRY: CONCEPT AND CONVICTION

"Education without application limits realization."

Practical field experience is essential for successful service and leadership. As students apply classroom knowledge to real-life situations they develop their skills, become more perceptive and more valued in their chosen field.

CHILDREN'S MINISTRIES

Bible clubs, Puppets, Rallies, Children Orthopedic Hospital, Sunday School, "Lunch Buddies" for kids at risk, Missionettes, Royal Rangers.

COMMUNITY SERVICE

Food and clothing distribution, Nursing Residences, Tutoring, "Big Brother/Sister", day care for adults, Day Care and Preschool, Hospital Chaplain.

EVANGELISM

Witnessing, U of W, Seattle Center, House to House, City and County Parks, Street and Mall.

GOSPEL TEAMS

Music, Drama, Mime, Puppets, Preaching in Churches, Prisons, Nursing Homes, Parks, Schools.

INNER CITY MINISTRIES

Evangelism, Church Planting, Feeding/Clothing the poor.

YOUTH

Churches, Juvenile Detention Centers, Teen Drop-in Center, Camps, Retreats, Athletics.

INTERNSHIP

Practical experience is available in specific fields such as Christian Education, Elementary Education, Missions (including MAPS and AIM), Pastoral Ministries, Sacred Music, Youth, Social Science and Business.

FRONTLINES

The Student Ministry Bulletin

STUDENT LEADERSHIP

Associated Student Body

President	Gil Champion
Vice President for Student Activities	Jennifer Vandebrooke
Vice President for Student Ministries	Jon Nichols
Vice President for Student Missions	Carrie Conklin
Secretary	Julie Jensen
Treasurer	Joshua Gerbracht

Ministry Groups

Children's Ministry	Jeff Emmett
Community Ministry	TBA
Metropolitan Evangelism Ministry	TBA
Eastside Evangelism Ministry	David Brumley
Gospel Team Ministry	TBA
Inner-City Ministry	Michelle Williams
Prison Ministry	Guy Rademacher, Peter Woods
Youth Ministry	Jamie Kruger
Frontlines	TBA
ACTS	Candace Sparre
Prayer Chain	TBA
Clothing Distribution	TBA

Associated Women Students

President	Silvia DeMeglio
Vice President of Activities	Allison Thomas
Vice President of Ministries	Kirsten Erickson
Secretary	Mindy Orchard
Treasurer	Renae Stewart

Associated Men Students

President	Jason Streubel
Vice President	Darth Creek
Secretary/Treasurer	Tony Darmanin

Associated Married Students

President	Jace Blomstrand
Vice President	Maybin Chisebuka
Secretary/Treasurer	Rocco Polito

Senior Class

President	Devanee Peterson
Vice President	Melinda Stump
Secretary/Treasurer	Nancy Schoenberger

Junior Class

President Eric Roetcisoender
Vice President Wendy Storrs
Secretary/Treasurer Leta Lathim

Sophomore Class

President Kirsten Erickson
Vice President Jonathan Belgarde
Secretary/Treasurer Becky Alberts

* Freshman Class to be elected in the Fall.

Karisma

Editor Tonia Emmett
Assistant Editor Kerrie Daniels
Photography Editor Andrea Bransom
Business Manager Sean King

Resident Assistants

Women

Melinda Allerdings
Nicole Bartlow
Daphyne Carter
Carrie Conklin
Kerrie Daniels
Tracy Hamar
Jennifer Ihrke
Devanee Peterson
Wendy Storrs - Alt.

Men

David Grove
Gil Lenger
Peter Lynch
Jeff Merryfield
Guy Rademacher
Jeff Smith
Scott Vantrease
Steve Silberman - Alt.

TELEPHONE NUMBERS

N.W. COLLEGE ADMINISTRATION PHONE - 822-8266

PUBLIC PAY PHONES

Beatty Hall (Men) 1st Floor - 822-9915
Beatty/Gray Lounge (Men) - 822-9989

Gray Hall (Men) 4th Floor - 822-9991

Guy Hall (Women) 2nd Floor - 822-9945

Perks Hall (Women) 6th Floor - 822-9920
Perks Lounge (Women) - 822-9995

Crowder Hall (Women) 3rd Floor - 822-9905
Crowder Lobby (Women) - 822-9908

Cafeteria - 827-9852
Dickey Plaza - 827 9836
Student Center - 822-9971
Northwest Pavilion (Gym) - 827-9824

EMERGENCY SERVICES

Emergency - 9-911
Fire - 828-2243
Police - 828-1183
Overlake Hospital - 454-4011
Evergreen Hospital - 821-1111

WHERE IT'S FOUND - WHOM TO SEE

Academic Matters	Vice President for Academic Affairs
Academic Calendar	Vice President for Academic Affairs
Admissions Information	Enrollment Services
Advanced Standing (transfer students)	Registrar's Office
Alumni Association	Registrar's Office
ASB	Pecota Student Center
Attendance Policy and Problems	Individual Professors
Audiovisual Equipment	D.V. Hurst Library
Books and Supplies	Bookstore
Campus Day Information	Enrollment Services
Catalogs from other Colleges	D.V. Hurst Library
Chapel Attendance	Dean of Student's Office
Christian Service	Al Munger, Pecota Student Center
Class or Schedule Change	Registrar's Office
CLEP Exams (credit by examination)	Registrar's Office
College Publications/Publicity	College Relations Department
Correspondence Education Information	Registrar's Office
Employment (Off-Campus)	Director of Off-Campus Employment & Housing
Employment (On-Campus)	Vice President for Administrative Services
Financial Aid	Enrollment Services
General Information	Reception Desk, Ness Adm. Building
Grade Information	Registrar's Office
Graduation Requirements	Registrar's Office
Health Services	Crowder Hall Health Center
Housing On-Campus (including Interim Housing)	Dean of Student's Office
Housing Off-Campus	Director of Off-Campus Employment & Housing
Instructional Procedures	Vice President for Academic Affairs Office
Insurance	Vice President for Administrative Services
Karisma (Yearbook)	Pecota Student Center
KCNC Radio Station	Pecota Student Center
Loans	Enrollment Services/Vice President for Administrative Services
Lost and Found	Reception Desk, Ness Adm. Building
Mail Distribution (for all students)	Pecota Student Center
Mail Deposit (faculty and students)	Ness Administration Building
Married Student Housing - On-Campus	V.P. for Administrative Services
Medical Reports	Registrar's Office/Health Center
Music Practice Rooms	Residence Halls/Music Center
Occupational Information	D.V. Hurst Library
Parking (Permits)	Dean of Student's Office
Payment of Citation	Cashier/Ness Adm. Building
Payment of Accounts	Cashier/Ness Administration Bldg.
Public Telephone	Cafeteria/Dickey Plaza/Residence Halls/Student Center/Gym
Publicity On-Campus (Bulletin Clearance)	Dean of Student's Office
Publicity Off-Campus	College Advancement
Registration	Registrar's Office
Rides To and From Campus (New Students Only)	Enrollment Services

Scheduling of Student Events	Dean of Student's Office
Scholarship Information	Vice President for Administrative Services
Student Recruitment	Enrollment Services
Student Bulletin	Dean of Student's Office
Student Accounts	Vice President for Administrative Services
Summer Internship Information/Forms	Registrar's Office
Transcript Evaluation/Service	Registrar's Office
Veterans Affairs	Registrar's Office
Withdrawals (class or college)	Registrar's Office

COLLEGE COUNCIL

Administrative Council: President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for College Advancement, Dean of Students, Director of Enrollment Services, Pastor in Residence.

Faculty Council: President, Administrative Officers, Full-Time Faculty.

Campus Council: Members of Administrative Council, Associated Student Body Officers, Student Class Representatives - Presidents of MSA, AWS, AMS, and the Resident Life Staff.

ABBREVIATIONS

- ASB Associated Student Body
- MSA Married Students Association
- AMS Associated Men Students
- AWS Associated Women Students
- PSC Pecota Student Center
- KNCR Radio Station
- RC Resident Counselor
- RA Resident Assistant

ADMINISTRATIVE PERSONNEL

TITLE	NAME	OFFICE LOCATION
President	Dennis A. Davis	Ness Adm. Bldg.
Vice Presidents:		
Academic Affairs	Marshall Flowers, Jr.	Ness Adm. Bldg.
Administrative Services	Dan Schimelpfenig	Ness Adm. Bldg.
College Advancement	Richard Rose	Ness Adm. Bldg.
Dean of Students	Steven R. Emerson	Ness Adm. Bldg.
Director of Enrollment Services	Calvin L. White	Ness Adm. Bldg.
Pastor-in-Residence	Al Munger	Pecota Student Center

SERVICE PERSONNEL

Bookstore Manager	Gayle Turner	Pecota Student Center
Counseling Services	Robert Parlotz	Bronson Hall
Director of Off Campus Employment & Housing	Owen Hodges	Bronson Hall
Director of College Relations	Brian Steckman	Ness Adm. Bldg.
Financial Aid Officer	Al Perry	Ness Adm. Bldg.
Health Services	Jean Clark, R.N.	Crowder Hall
Librarian	Ann Rosett	D.V. Hurst Library
Registrar	Jacqualyn Randolph	Ness Adm. Bldg.
Eagle's Nest Manager	Faye Wilson	Pecota Student Center
Resident Life Staff:		
Resident Dean of Women	Kari Brodin	Perks Hall
Resident Dean of Men	Michael Nosser	Gray Hall
Resident Counselor	Rachel Hatton	Crowder Hall
Resident Counselor	Jennie Lauve	Guy Hall
Resident Counselor	Don Linenberger	Beatty Hall

FULL TIME FACULTY

NAME	DIVISION OF STUDIES	OFFICE LOCATION
Dr. Richard Blue	Teacher Education	D.V. Hurst Library
Dr. Dwaine Braddy	Bible, Church Ministries	Fee Bldg
Ms. Kristi Brodin	Physical Education, Womens Coach	Pecota Student Center
Dr. Roger Butz	Life Science	Bronson Hall
Mr. Stan Durst	Elementary Education	D.V. Hurst Library
Rev. C. David Elmes	Behavioral Science, Bible Coordinator for Internship & Placement	Millard Hall
Mr. Douglas Filan	Physical Education, Mens Coach	Northwest Pavilion
Mrs. Margaret Frye	Cataloging Librarian	D.V. Hurst Library
Mr. Gary Gillespie	Communication	Amundsen Music Center
Mr. Philip Gustafson	Physical Science, Mathematics Business	Bronson Hall D.V. Hurst Library
Dr. Darrell Hobson	Bible, Philosophy, Hebrew	Bronson Hall
Dr. LeRoy Johnson	History	Bronson Hall
Rev. Waldemar Kowalski	Church History, Bible	Bronson Hall
Rev. Larry Malcolm	Christian Formation	Amundsen Music Center
Rev. Dale McClellan	Missionary-in-Residence	Bronson Hall
Dr. John McMillin	Business Management/Administration	Millard Hall
Rev. Paul Melidona	Church Music	Amundsen Music Center
Dr. Robert Parlotz	Behavioral Science	Bronson Hall
Dr. Danial Pecota	Theology, Greek, Bible	Bronson Hall
Mrs. Jacquelyn Randolph	Registrar, Bible & Christian Educ.	Registrar's Office
Dr. William Randolph	Life Science, Education	Bronson Hall

Mrs. Constance Rice	English	Bronson Hall
Dr. Frank Rice	English	Bronson Hall
Mrs. Ann Rosett	Librarian	D.V. Hurst Library
Mrs. Marjorie Stewart	English	Bronson Hall
Ms. Rachel Stewart	Behavioral Science	Bronson Hall
Dr. W. Robert Swaffield	Church Music	Amundsen Music Center
Dr. Francis Thee	Bible, Greek	Bronson Hall
Rev. Michael Thompson	Educational & Youth Ministries	Millard Hall
Dr. Dwayne Turner	Missions, Christian Education	Bronson Hall
Dr. Deborah White	Music, Teacher Education	Amundsen Music Center

PART TIME FACULTY

NAME	DIVISION OF STUDY
Ms. Kari Brodin	Theology/Bible
Dr. Warren Bullock	Theology
Mr. Tom Carlson	Elementary Education
Rev. Jeff Davis	Christian Education
Mrs. Lois Dunn (Fee Hall)	Languages
Rev. Steven R. Emerson	Behavioral Science
Dr. Marshall E. Flowers, Jr	Christian Education, Pastoral Ministries
Rev. Stan Friend	Bible
Mrs. Katherine Lindquist (Fee Hall)	Languages
Mrs. Kay McIntosh (D.V. Hurst Library)	Education
Mr. Nil Molvik (Millard Hall)	Math, Education
Mr. Richard Neve'	Business
Mrs. Ruth Peever	T.E.S.L.
Mr. Roger Sherrard	Business Management
Mrs. Deanna Skinner (D.V. Hurst Library)	Education
Mrs. Sherrie Snyder (Amundsen Music Center)	Church Music
Mr. Dale Sorenson	Business
Rev. Milton Whitaker	Pastoral Counseling
Dr. Calvin L. White	Church Music
Mrs. Kathrynne Wilson	Art
Mrs. Julia Young	English/Speech

APPLIED MUSIC FACULTY

Mr. Doug Carter Guita
Mrs. Mizue Yamada Fells Pian
Mr. Bruce Grecco Voic
Mrs. Marian Hood Piano, Voic
Mrs. Heidi Lee Pian
Mrs. Jane Measel Flut
Mr. Paul Melidona Woodwind, Voic

ADMINISTRATION AND FACULTY EMERITI

Herbert W. Crowder
Donald H. Fee
Owen Hodges
Bessie Guy McMullen
Amos D. Millard
John M. Pope
Maxine Williams

PRESIDENT EMERITUS

D.V. Hurst

SPIRITUAL LIFE

Prayer and Spiritual Life Emphasis

Prayer rooms in the residence halls are provided for student use. On occasion, entire Chapel periods, class periods or special prayer times may be set aside to encourage students to seek God.

Chapel

As a Christian College, NC is vitally interested in the spiritual development and maturity of its students and therefore provides a daily chapel. This gathering together of the entire NC family allows for times of spiritual growth, sharing of needs, hearing different guest ministers, and speakers.

Some chapels will be used for assemblies, elections, student orientation, etc., to meet the organizational and informational purposes of the College and its students.

Chapel Attendance

Chapel attendance is a vital part of the student's spiritual development. Daily attendance in chapel is required of all students. Chapel attendance is taken daily and a student is counted absent when they have not checked in with their proper chapel attendance monitor.

A part time chapel excuse may be requested by off-campus students carrying less than 6 credits. Students whose work involves the chapel hour may also apply for a chapel excuse. Students are responsible to submit a request to the Dean of Students for each semester (Fall, Spring). Applications are in the Administration Building and the Dean of Students Office.

Off-campus students may apply for a chapel excuse for days no class is scheduled before the chapel hour. On-campus students are required to attend chapel even on days which no class is scheduled.

Each student will be allotted 15 chapel absences per semester. Emergency situations, illness, and other general absences are counted toward the 15 absences. (Residence hall students will need verification from the school nurse for all health related absences). Each individual student must be careful to preserve their 15 absences per semester. A student may contact the Dean of Student's Office for a report of the current chapel absences per semester. It is the student's responsibility to keep track of chapel absences.

A student will receive notification from the Dean of Students Office when they have exceeded the allotted 15 absences, and has failed chapel. A grade of "S" or "F" is recorded on a student's transcripts depending upon his/her attendance record.

Chapel Failure Disciplinary Action

First chapel failure	-	Letter from Dean of Student's Office
Second consecutive chapel failure	-	Citizenship Probation (See Page 37)
Second accumulative chapel failure	-	Provisional Citizenship (See Page 37)
Third consecutive chapel failure	-	Referred to Student Life committee. May affect re-enrollment.
Third accumulative chapel failure	-	Citizenship Probation
Fourth accumulative chapel failure	-	Referred to Student Life Committee. May affect re-enrollment.

All students in leadership positions, including music ministry (choirs, PR teams) and athletic teams, must maintain a passing chapel grade during the semester of participation. Failure to do so will stop their continued participation. All students anticipating participation in groups listed above must pass chapel the semester prior to participation. Students checking in for chapel and leaving without notifying the chapel attendance taker will be charged an additional chapel absence. They will also be subject to disciplinary action.

Spiritual Emphasis Week

Spiritual values are emphasized daily. In addition several weeks are set aside for special emphasis and growth. The Fall Spiritual Emphasis Week places its emphasis, on commitment. The Spring Missions Convention highlights world evangelization. Other special emphasis are scheduled through the year such as, the Staley Lectures, the Pastoral Lecture Series, etc.

Church Attendance

Students are expected to observe Sunday as a special day of rest and worship. Students are expected to make a choice of a church home they will attend while in College. Students are also expected to attend Sunday School, morning and evening services and to participate in the total church life.

Christian Service

The student at NC is preparing themselves to help others through Christian ministry. One of the most important parts of the student's total ministry, educational preparation, and development, takes place in Christian Service experience. Development of a ministry is a process which should start no later than when a student first enrolls at Northwest College. Concern for others doesn't stand idle until graduation. Therefore, all students are expected to participate in some aspect of the Christian Service.

PRINCIPLES AND PRACTICES OF CHRISTIAN CITIZENSHIP

As an institution of the Assemblies of God, Northwest College has standards for student behavior based on Biblical precepts and principles, the doctrinal statements of the church, and generally held practices in the fellowship.

This handbook is published to acquaint students with the way of life at NC. It tells students what they can expect of the College and what the College expects of them as they seek to prepare themselves for Christian ministry.

Among Northwest College's distinctive reasons for existence are the motivation and guidance of students toward holy living and broadened spiritual and social maturity.

Christian maturity involves more than adherence to explicit Scriptural statements of right and wrong. It involves a total commitment to the Lordship of Christ and a life of dynamic discipleship. The mature Christian recognizes Scriptural principles that govern conduct and he/she applies these principles to every area of attitude, conviction, and behavior.

The Scriptures establish basic principles which guide the development of Christian character and govern all Christian behavior.

These include:

1. The Lordship of Christ over all of life and thought. This involves wholehearted obedience to the moral law of God as taught in the Bible exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds; opportunities for intellectual and spiritual growth; and the care of the body as the temple of the Holy Spirit.
2. The responsibility to love God with all our being and to love our neighbor as ourselves. This means that unselfish love should be the motive in all life's decisions, actions and relationships.
3. The responsibility to seek after righteousness, to practice justice in dealings with one another and in social institutions, and to help those in need.
4. The need to exercise freedom responsibly, lovingly, and sensitively within the framework of God's moral law in relationship to the Assemblies of God Fellowship at large and to other communities.
5. Access through Jesus Christ to the forgiveness of God and to the help of the Holy Spirit in doing heartily what God requires. (Romans 14:4-10, 15:1-3, Phil. 1:20-27, I Cor. 8:7-10, Col. 3:23, II Cor.6:14-18, James 1:27, 4:4, I John 2:15-18).

The College accepts and affirms Paul's description of behavior unfitting for a Christian. "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery (indulgence in sensuality); idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies and the like." Galatians 5:19-21 (NIV)

OFF-CAMPUS HOUSING

Northwest College is a residential campus. The purposes of Northwest College are fulfilled in part through the activities of residence hall life. These activities are designed to assist in the development of a mature Christian person.

All single students age 21 and under are required to live on campus, unless they meet one of the criteria listed below. It is understood that this is an agreement when accepting admission to Northwest College. It is recommended that all students experience at least one year of residence hall living. The submission of this application does not guarantee approval. All age requirements must be met prior to application date. Any students turning 22 years of age during the middle of a semester will be required to finish that semester, in the residence hall. All applications must be approved prior to the start of the semester or you will not be allowed to register. Failure to do so will result in disciplinary action. All applications are processed through the Dean of Student's Office.

I. Exemption criteria:

Commuting from parent's or an approved adult relative's residence.

Living situation related directly to work (must include a letter from parents and individual(s) providing housing).

I am 21 years of age and have established a local residency 3 months prior to application.

SINGLE STUDENT RESIDENCE LIFE

Single Student Residence Halls

Students are expected to keep their rooms clean and orderly. Walls must not be defaced by nails, pins, paste or markings. The decor of the rooms should always be in good Christian taste.

When a student leaves the residence room, lights should be off and windows should be closed so that the blinds will not be damaged by moisture or wind.

Breakage or damage to College property should be reported immediately to the Resident Dean or Resident Counselors. The cost of unreported damage will be assessed to all of the students on the floor or room where the damage took place. No furniture is to be removed from lounges. All College furniture must remain in each individual room; removal of furniture will constitute a fine and/or disciplinary action.

The use of candles, or any open flame in the residence halls is viewed as a fire hazard and is therefore prohibited. Food must be stored in appropriate containers. A kitchenette with a microwave is provided in each residence hall area for light cooking. Students who use the kitchenette area are responsible to keep the area clean. Microwaves allowed in Perk's Dorms Only. Microwaves are not allowed in Guy, Crowder, Gray or Beatty. These dorms are not capable of handling the electrical load.

A Student's room is private and is to be treated so by others. Entering another room or borrowing possessions without permission is wrong, as is damaging the property of a fellow student. Students should learn to become one of a family group without infringing on the rights of others. The student's room, however, is subject to inspection at any time by the Resident Deans or College Administration.

Students should use every precaution to safeguard their personal property. A lock is provided on the door of each student's room and keys are assigned to all occupants. School authorities assist in every way possible to locate lost or missing articles, but cannot assume responsibility in this matter.

On-Campus or off-campus students are not permitted to be in the living quarters of the opposite sex or to have members of the opposite sex in their living quarters. Special arrangements for moving, etc. may be granted by one of the following: The Dean of Students, Resident Deans, or Resident Counselors. Any student who fails to receive prior approval will be placed on Citizenship Probation.

No guests are allowed in rooms or hallways of the opposite sex without prior approval. All guests must leave the campus by curfew time unless arrangements have been made for spending the night. (See guest policy, page 21) Violation of this policy will prohibit the guest from being on campus at any time.

Water fights are not sanctioned by the College and are prohibited in the residence halls and other buildings on campus. (See fines, pg. 38)

Single residence hall rooms are mainly for study and sleeping. Storage of miscellaneous items such as auto parts, etc., is not permitted. Weights and weight lifting are confined to specified resident areas as approved by the Dean of Students through the Resident Deans.

Rooms should be vacated in good order, all original furniture in place, and the key returned to the Resident Dean's Office. Defacing, removal of mounted furniture, or destruction of property will result in discipline and assessed cost of repairs. A \$25.00 per occupant room-cleaning fee will be charged if the room is left in an unclean condition when occupants vacate. When they are available, single rooms may be arranged at an additional charge.

Due to fire danger and/or property damage, students in all residence are allowed to use only light appliances in their rooms, i.e.; razors, radios, TV's, VCR's, record and tape players, hair dryers, sewing machines, and self-contained appliances such as automatic coffee makers, popcorn poppers and toasters provided they are Underwriter's Laboratories approved and registered with the Resident Deans. Report of careless or improper use of these appliances will result in their removal from the room. Owners of such appliances will be held responsible for any damage caused by them.

Schedule of Damage Charges in Dorms:

The following is a schedule of charges to be assessed for damages, etc. during school and when checking out of the rooms

ROOMS REQUIRING REPAIRS/PAINTING:

Ceiling	\$20.00
Wall	\$20.00
Total Room	\$50.00

FURNITURE:

Removal and/or dismantling of built-in furnishings. This includes beds, bolsters, desks and closets.

Per items, per offense	\$20.00
(Purpose of this is to discourage removal of built-in furniture.)	

HEATERS:

Heater covers which require replacing or repair.	\$20.00
--	---------

CUSTODIAL CHARGES:

Room not cleaned	\$25.00
------------------	---------

IMPROPER CHECK-OUT:

Improper check-out or no check-out.	\$15.00
-------------------------------------	---------

KEYS - DORMITORY ROOM:

Lost keys - replacement	\$10.00
Failure to return key - cost of re-keying door.	

GENERAL DAMAGE:

Miscellaneous damage to carpet, closets, doors, beds, lights, windows, desks, chairs, etc.
Actual cost of repairs including materials and time.

Provision for Non-Motorized Bicycles

Students desiring to keep bicycles in their rooms must receive permission from the Resident Dean or Counselor and comply with the following guidelines and conditions:

1. All bicycles must be stored in the designated bicycle rack located outside of the resident halls.
2. No bicycles are permitted at any time in the entry ways, resident hall lounges, dorm hallways, stair wells or closets in any of the dormitories or campus buildings. Any bicycles found in these areas will be confiscated.
3. Students may keep bicycles in their own rooms under the following conditions:
 - a) All bicycles will be pushed to and from the students room. At no time is any bicycle to be ridden in the resident dorm.
 - b) Student's must notify the Resident Dean when they are storing a bicycle in their rooms. This notification must include the specific residence hall, the student's room number, bicycle color and name brand.
 - c) Storage of bicycles in dorm rooms are only permitted for students who occupy the room, and have received permission from the Resident Life Staff and their roommate.
 - d) Any damage resulting from storage of bicycles in dorm rooms will be assessed to occupants of that room.

Upper Division Dorm

Northwest College has established Perks Residence Hall as an upper division dorm. This dorm is available for students of junior status (62 credit hours) and above or age 23 and above (you must be 23 years old prior to date of occupancy). The residence hall is designed for those students who have proven themselves in academics, citizenship and financial responsibility. A minimum of 6 credit hours per semester is required for residency. Anything less than 6 credit hours will be based on space availability and special approval.

Each room will be furnished with modular furniture, for single occupancy only. There will be no established curfew, and each resident will have their own key access to residence hall and to their assigned room. If you have a vehicle on campus you will be assigned a parking spot.

This new dorm setting will give upper division students more privacy, better study atmosphere, and greater freedom in living arrangement. All quiet hour dorm policies remain in effect.

Because this is an upper division dorm, any major violation of student policy will constitute immediate removal and disciplinary action. Applications are processed through the Dean of Student's Office.

Interim Housing

On Campus Interim Housing is available on a per month basis separate from the regular semester charges. Interim housing is divided into two time-frames; Interim housing between Fall and Spring Semester, and Summer Interim Housing (Interim Housing is only available to those students pre-registered and returning for the next semester). Students who use their room as a residence between semesters are charged at a per day rate. Students registered for Spring Semester who would like to leave personal effects in their room may do so at no charge. An interim housing form must be completed, returned and approved prior to dates needed. Those students who have been placed on Citizenship Probation during a semester may forfeit the privileges of Interim Housing.

Resident Personnel

Resident Personnel reside in all residence halls. These dedicated and committed people are not only trained and educated to recognize students need, but also have a sincere concern to minister, and compassion to help the student mature and grow in Christ. Therefore, they willingly accept the responsibility to supervise residence life and guide students in achieving successful adjustment to College life and residence hall living. Their availability for counseling and prayer affirms this relationship.

Guests

Students may invite a relative or friend to be their guest in the residence hall for three nights each semester without charge if previous arrangements are made with the Resident Dean or Resident Counselor. If the guest is to stay more than three nights, a \$7.00 charge per night will be made. Additional visitors will be charged \$7.00 per night and a double charge will be assessed for unregistered persons. Maximum stay for all guests is one week (7 days). A guest is a person who has not visited campus previously during the semester, and is invited to campus by the student with whom he/she stays. Off-campus students enrolled at Northwest may stay in the dorm at a rate of \$7.00 per day, starting with the first day. Stay is limited to a maximum of 3 days per semester. Failure to comply will result in disciplinary action for both the off-campus student(s), and student(s) occupying the room. Persons to whom students are ministering should not be invited to be guests. Any guests not complying with Northwest College policies will be asked to leave immediately.

Closing Hours

The residence halls will close at 12:00 midnight Sunday through Thursday; 1:00 a.m. Friday and Saturday. Students are to check in by the stated closing hours. Violators will be disciplined.

Students may not leave residence halls for any reason between closing time and 6:00 a.m. The use of windows for exits, except for fire, is prohibited.

Non-registered guests/visitors (as noted above) are not permitted in the residence halls after closing time.

All Night Study Time

Students are not allowed to use local restaurants or other places for all night study times.

Late-Ins

Students who return to the residence hall after stated curfew hours must contact the Resident Assistant on duty through the buzzer system. Students are required to record their name, dorm room number, time, date, and reason for not meeting the stated curfew hour. The Resident Assistant will supply the form.

The Resident Counselor will make the initial contact with the student after the first late-in offence. Subsequent violations of stated curfew hours will result in one or more of the following:

Conference with the Resident Dean; work detail; and/or a fine. (See Resident Dean for fine policy.) Repeated violations will be referred to the Dean of Students for formal action. Employment late-ins for men or women are issued upon request and verification of working hours. Application must be made through the Resident Dean's Office.

Over-night Stay

Students wishing to stay overnight at the home of another student, relative, immediate family member, or friend, must notify in person their Resident Assistant, Resident Counselor, or Resident Dean of their intentions before leaving. The following information is need: 1) Name, 2) Address, 3) Phone Number, 4) Relationship, (roommate, relative, friend, etc.). Such leaves are restricted to weekends. Failure to follow this procedure will result in disciplinary action.

Students wishing to visit overnight at the home of a member of the opposite sex must have a letter of invitation. Students under 18 years of age, intending to visit over-night in the home of a member of the opposite sex, must have written permission from their parents or guardians, and a letter of invitation from the parents of the person visited. These must be presented to the respective Deans before leaving. Such leaves are restricted to weekends. Failure to follow this procedure will result in disciplinary action.

Residence Hall Lounges

The lounge of each residence hall serves many functions: a lobby, communication center, and visitor area. All behavior in the residence hall lobbies must comply with the guidelines and policies of Northwest College.

The lounges in the residences are provided as places where students may come for social fellowship and relaxation.

The College encourages a variety of social and cultural opportunities which assist student's spiritual and social development. These interactions help the student toward responsible maturity in public and private relationships.

Crowder Hall Lobby, and the men's Perk 4100 floor waiting area, is not to be used as a lounge, but a place for meeting guests and communicating. Students are asked not to remain in the lobby for more than 15 minutes.

The Pecota Student Center accommodates more recreational types of activities. Its co-educational function provides an eating place (Eagles Nest) as well as a visiting and play area. Student leaders will provide activities and socials on a planned basis.

Except during "closed" residence meetings, students appearing in the lounge of their residence must be dressed in acceptable general campus attire.

Refreshments may be served on special occasions and by permission from the Resident Dean or Resident Counselor; otherwise, food is not to be brought into the lounge.

Typewriters are not to be used in the lounge or recreation room after closing.

Visitation in Lounges

Gray/Beatty, Guy/Perks:

Monday - Friday	8:00 a.m. - midnight
Saturday	9:00 a.m. - midnight
Sunday	9:00 a.m. - 5:30 p.m.
	8:00 p.m. - midnight

No visitors of the opposite sex are permitted to go beyond these lounges. A given lounge may be closed on special occasions. Conduct in the residence hall lounges should be in keeping with Christian principles of modesty and good taste. Activities that can be embarrassing to participants and observers will not be permitted.

Due to possible damage to property and injury to person, engaging in water fights and similar irresponsible behavior in Lounges or other college facilities, will result in a \$25.00 fine. Repeated violations of improper conduct may result in suspension or dismissal from College.

Pets

Students are not permitted to keep pets of any kind in residence rooms or student apartments. Exception to this policy is: One fish tank or a limit of 25 gallons per room is allowed.

Quiet Hours

Realizing the necessity for studies and sleep, quiet hours from 9:00 p.m. to 8:00 a.m. have been established. In respect for other students, unnecessary noise in rooms or hallways, such as loud playing of musical instruments or stereos, radios, TV, etc., is not permitted. Students shall not linger outside residence halls or cause unnecessary noise after 11:00 p.m. and before 6:00 a.m.

Students are encouraged to listen to radio programs and recording which are in harmony with Christian standards and only at room level volume. Music is not to be played during quiet hours except with the use of headphones. The College reserves the right to require headphones or to store sets where habitual abuse occurs.

Music

Students are asked not to produce or listen to music which is not consistent with positive Christian development and influence.

Like language, music is a form of expression. Just as a single word may be morally neutral, a single musical note is neither morally right nor wrong. But words can be combined into either good or sinful sentences. The same is true of music.

Television

Television sets are provided and maintained in residence hall lounges for weekend use. The Resident Assistants have the responsibility of regulating the television in regards to hours used and insuring the quality of programs viewed. Whereas many programs now shown on TV and VCR's are not conducive to spiritual strength, growth, and edification and whereas time is a God-given commodity especially significant to the Christian College student, it is expected that each individual student will assume the responsibility of self-discipline in their use of television in reference to the quality of programs viewed, the rights of others, and the total time spent watching. The College Administration and the Resident Deans have the responsibility and reserve the right to regulate the use of television and VCR's and determine the hours they are used. Television and VCR's are permitted in rooms under the following conditions:

- 1) All TV sets and VCR's must be registered with Resident Life Staff.
- 2) Any room containing a TV or VCR must have room mate approval.
- 3) Head phones are required after 11:00 p.m.
- 4) Movies rated R, or PG-13, or movies that contain unacceptable views which portray Christian principles in a negative light, are not permitted.

Violations of any of the VCR policies will carry the following disciplinary action:

First Offense - 1) Provisional Citizenship, 2) confiscation of the VCR for the balance of the semester, and 3) \$25.00 disciplinary fine.

Second Offense - Subsequent violations of this policy will constitute stronger disciplinary action.

Storage

Limited storage space may be available for students. You may contact the Business Office for information. Student's personal property is not covered by College insurance. The College is not responsible to insure against the loss of, or damage to, personal equipment and effects of the students.

Married Student Housing

The College has available 78 apartments for married students. Thirty-six of these are one bedroom units designed for married students without children. Forty-two are two bedroom units designed for married students with children. All apartments are under college jurisdiction and management. Information concerning Married Student Housing may be obtained from the Business Office, ext., 5370.

CAMPUS LIFE

Appearance/Dress

Northwest College students are Christian and collegiate in their appearance and dress. Guiding principles include moderation, modesty, neatness, good taste, and propriety. Appearance or dress which identifies with attitudes, philosophies, or segments of society in opposition to Christian principles is not acceptable. Clothes that draw undue attention to the body (such as short skirts and tight, form-fitting pants or dresses) are not permitted. While it is appropriate to be in style, modesty and good taste should not be sacrificed for the "latest".

Students must always wear some type of footwear in public, and men must wear shirts. Students should avoid excess in makeup and jewelry. Students will use good judgement in hair length, and styles. If beards or mustaches are worn, they must be neatly trimmed.

Appropriateness to time, place, and activity should determine dress, within the guidelines above. Neat and clean street clothing is appropriate for class wear and general campus wear. Dress-up clothing is appropriate for church and for chapel participation. Gym wear should be confined to the gym or approved athletic activities. Shorts are not acceptable wear for class, chapel, and the cafeteria lunch-time meals (Monday through Friday), as well as, Sunday lunch. Swimsuits shall not be worn on campus. The wearing of hats by male students in class, or chapel, is not acceptable. The College reserves the right to establish special requirements for students who represent the College off campus.

Hazing

Hazing is against our rules and violates the laws of Washington. The law is against any activity that "recklessly endangers" a person's mental or physical health and safety. Those participating in pranks, horseplay and similar activities assume full responsibility for their actions and the possibility of disciplinary sanctions. This type of activity is discouraged because of the potential injury to persons or harm to property.

Due to possible damage to property and injury to person, engaging in water fights and similar irresponsible behavior in Lounges or other College facilities will result in a \$25.00 fine and/or cost for damage incurred.

Sexual Harassment Policy

Sexual harassment is a specific form of discrimination. It can be a verbal or non-verbal form of harassment. It is a means of degrading the sexuality of an individual. Sexual harassment can also be a means of making unwanted statements with sexual connotations to another individual. Behavior of this nature will not be tolerated in any form. Complaints of harassment may be brought forward by any student to the Dean of Students. Complaints will then be investigated by a selected committee for resolution.

Marriage

Since the stated purpose of Northwest College is to minister to the whole person and because marriage is a divine institution as well as a matter of individual responsibility, the administration, faculty, and counseling staff of the College will provide counseling for students who are married or preparing for marriage. This counseling shall emphasize the sacredness of marriage, its responsibilities and its privileges. It shall be directed to meet the needs of the individual and their ability to cope with adjustment problems inherent in the union, such as age differences, race differences, social-cultural differences, and previous marriage relationships.

Inasmuch as marriage involves new adjustments to life and added responsibilities, students 21 and under are not permitted to marry during the academic school year. Exceptions to this policy will be considered if request is made in writing to the Dean of Student's Office and justifiable reasons are given. Violation of this standard subjects the student to immediate suspension.

Off-Campus Musical and Entertaining Groups, and Speakers

Groups or individuals may be invited to present their ministry or perform a service on campus provided that a need exists on campus for their ministry or service; provided they are not competitive with, nor antagonistic to the Assemblies of God programs; provided their reputation has been established; and provided that their coming will be consistent with the ministry, purpose, and objectives of the Church and College. The use of such ministries requires prior administrative approval which is sought through the Dean of Students.

Distribution of Materials

Handbills, leaflets, newspapers, and other materials may not be distributed or posted by students or non-students on the College campus or in the College facilities without the expressed permission of the College Administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. All posters must be submitted to the Dean of Student's Office for clearance. This precaution is taken because the administration desires to have positive influence in the things advertised to the students and to eliminate any cross purposes to the nature of the College and needs of its students.

Student Bulletin

The bulletin is prepared and provided for all students weekly for current activities and announcements. Contact the Dean of Student's Office for bulletin procedure and deadlines.

Any student who violates any policy relating to the distribution, or posting of handbills, leaflets, newspaper or related materials shall be subject to disciplinary action.

Posting of Bulletins and Advertising

The posting of all bulletins and announcements is to be cleared with the Dean of Students. Students may post advertisements of services offered or, occasionally, of used merchandise, but not of new merchandise for which the student may be an agent or sales representative. Permission to post such ads is not to be construed as an endorsement by the College.

The posting by student organizations of handbills, posters, signs, or announcements is prohibited except on designated bulletin boards.

TELEPHONES

There are telephones located in each room for student's personal use. Basic phone charges are included in the dormitory fees. Students are responsible for their personal long distance calls. Each student will be billed monthly by the Accounting Department. Long distance access codes will be assigned at dorm check-in.

Extensions

Each student will be assigned an individual direct dial phone number. This extension number will need to be given to parents, friends, employers, etc. This number is a direct dial number which may be used 24 hours a day. The Northwest College Office phone number is (206) 822-8266, Monday - Friday from 8:00 a.m. - 5:00 p.m. This number is not for reaching resident hall students. Please instruct those people who will be calling you to use your direct dial number. To call from room to room you do not need to use the 889 prefix, only the last four digits are needed.

Security

Northwest College seeks to provide security to assist in all security measures involving Northwest College. All students and guests are required to cooperate with security personnel as need or situations arise. The following phone numbers will give students access to security personnel.

- * To reach security from a campus telephone you may dial 111.
- * To reach security from an off-campus telephone you dial 803-0111.
- * To dial 911 from a campus phone you must dial 9-911.

These numbers are for security purposes only. Any calls dialed to 911 automatically alert our campus security. Using these numbers as a prank or joke only increased the security risk of all students.

Collect Calls

The telephone system is not capable of receiving incoming collect calls. Incoming collect calls are unauthorized. Outside operators are instructed not to place these calls. Receiving incoming collect calls is unauthorized. Persons receiving collect calls will be responsible for all charges and doing so may result in disciplinary action.

Prank Calls

The use of the telephone system for prank calls is against federal laws. Any violation of this nature will result in immediate disciplinary action.

COLLEGE FACILITIES

Northwest College encourages "self-maintenance" by all who use the College facilities. Students are urged to cooperate in the matter of keeping the College premises orderly through (1) responsible and appropriate use, (2) leaving facilities as found or in better appearance and condition whenever possible, and (3) prompt reporting of repair and other maintenance needed.

All students must fill out a facilities request prior to use of a college facility.

Office Equipment

The College duplication facilities and office equipment are not for student use. Necessary equipment and supplies are arranged by ASB. Photo-copying service is available in Hurst Library.

Keys to College Facilities

Each student admitted to residence living will receive a key for their room in the residence hall. A \$5.00 key deposit is charged and is refundable when it is returned to the Resident Dean or Resident Counselor. A \$5.00 deposit for the mailbox key is also required. Students are requested to keep their rooms locked at all times, as the College cannot assume responsibility for any loss of personal property. If a student key is lost or stolen, it should be reported immediately to the Resident Deans or Resident Counselor. A minimum charge of \$10.00 will be made for duplicating the key.

Upon receipt of any key, the student will assure the College by their signature that they will neither loan nor duplicate any key to College buildings or rooms. Students violating this policy or found in possession of unauthorized keys will be subject to immediate discipline.

Building use: All students wishing to use campus facilities for an approved student activity must have filled out a facility request and been approved before authorization will be granted.

COMMERCIAL ACTIVITIES

College facilities are not to be used for commercial solicitation, advertising or promotional activities without the permission of the College Administration.

All commercial services, and/or merchandize must be approved by the Dean of Student's Office before it can be sold.

Non-students are not allowed to solicit sales in any form on campus except by special permission of the College Administration. In advertising service, off-campus students should not imply College approval.

Purchases

No use shall be made of the name of the College for the purchase of any merchandise or service without a purchase order and appropriate use of authorization from the Business Office.

STUDENT FINANCES

1. Tuition and fees are due and payable in full before the first day of classes each semester. Students are expected to meet this due date and make payment in full.
2. Students who cannot pay their accounts in full at the first of each semester have the following payment options:
 - A) DEFERRED PAY PLAN: requires 40% of semester charges (after "financial aid" is applied) before beginning class, and three installments of 20% due each month following. Finance charge at the rate of 1.25% per month will be charged to account balances each month. Installments not received by the date due will also be charged a late fee of 4% of the amount due to date.
 - B) MONTHLY PAYMENT PLAN: administered by Academic Management Services, allows for equal monthly payment of annual charges, July through April. While payments are current, no finance charges will be assessed. A fee of \$35.00 will be charged for late payments. An annual enrollment fee is required. (Refer to AMS brochure for specific details.)

Payment arrangements other than those offered above must be negotiated through the Administrative Services office. Finance charge and late fee will be assessed according to the terms of the Deferred Pay Plan.

3. Students failing to meet the payment schedule will not be eligible to continue in classes and a student whose account falls ten days in arrears may be suspended from classes or from school.
4. Student's must clear their previous account before starting classes in an ensuing semester.
5. Payment of account policy applies to those qualifying for V.A. benefits.
6. The College reserves the right to assign delinquent accounts to an agency for collection. Any collection charges are added to the student's account.
7. Student's account must be paid in full, in order to receive grades.
8. Students who do not complete course work and/or fail to officially withdraw from class through the Registrar's Office, assume responsibility for all costs associated with that work. (See College Catalog for further explanation.)

ASB Fees

A Student Body Fee is charged on a semester basis at the time of registration. Fees vary semester by semester as established by the Board of Directors. The Associated Student Body Officers budget the use of these fees. Fees cover the cost of the College yearbook, admission to the all-school socials, cultural events, student-sponsored recreational and athletic activities and class dues. Married couples who are both students are charged for and given one yearbook only. All Students are required to pay these fees.

Student Tithes and Offerings

Students are strongly urged to return tithes and give offerings regularly and consistently to support the work of Christ and His Church. It would be proper for students to contribute their tithes to the area church where they worship and minister or to their home church. All students are encouraged to be a part of the Missions Faith Promise Program run by ASB Student Missions. Student offerings help support ASB Student Mission's projects sponsored by Northwest College

CAFETERIA

The college will provide a regular balanced meal that includes variety and quantity. Major efforts have been made to provide this service at a reasonable cost to the student. An outside contractor has been selected to provide a defined service for a fixed cost. This means that for the service listed below, the resident campus student will pay a fixed price for the meal service for each semester. No refunds or partial meal plans can be accommodated due to the contract with the vendor. There is a meal ticket available to purchase for off-campus and married students.

Contract Meal Ticket

The contract meal ticket will be for 20 meals per week, a choice of at least 3 main entree's per meal, and unlimited seconds on anything except steak, on "steak night".

Sack Lunches

Sack lunches are also available for students who work during cafeteria open hours. Sign up for sack lunches should be 24 hours in advance in the location provided with a choice of sandwiches, microwave meal, or chef salad.

Off-Campus Ticket

There are options available to off-campus students who wish to purchase a meal ticket for food services. Further information can be obtained from the Dean of Student's Office.

Special Diet

In the event of medical or health conditions a student is required to have a special diet, they must submit a written notice from their doctor to the Food Service Director. Students are to provide a medical doctor's statement giving all information regarding restrictions and a list of recommended foods to eat. There is no additional charge for this service.

Restrictions

It is not permissible to remove dishes, tableware, glasses, and related items, or food from the Cafeteria. The exception is trays for those students who are ill, which may be checked out by special permission. Students must present their I.D. Card with meal ticket number to be able to eat any given meal, or pay cash. Lost I.D. Cards must be replaced by the Dean of Student's Office in order for the student to eat in the Cafeteria. Charge for the replacement of a lost I.D. Card is \$5.00. Off-campus students found eating in the cafeteria and not paying for the meal will be subject to immediate disciplinary action.

CAMPUS COMMUNICATIONS

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, student representatives to the Campus Council (see page 9 of handbook -- Campus Council), the Resident Deans, the Resident Counselors, the Dean of Students and other College Administrators are available to hear recommendations, opinions, or complaints. It is unnecessary to form a student petition to achieve what is proper and necessary. Northwest College seeks to maintain a family atmosphere and work toward peaceful understanding in the important area of communication (see page 39 -- "Grievances").

CAMPUS SAFETY

Firearms

Students or anyone on the Northwest College Campus are not permitted to carry on their person weapons (firearms, knives, etc.)

Fire Drills

Fire drills will be conducted in all of the College buildings at the discretion of the Administration. General instructions include the following:

1. Close all windows and doors.
2. Walk -- **DO NOT RUN** -- to the nearest exit.
3. The first person to the exit should hold the door open for the others.
4. Move at least 250 feet away from the building in case of a natural gas explosion.
5. Stay outside until a clearance signal is given.
6. If you notice a fire in the building:
 - a. Break the glass rod in front of the fire alarm box.
 - b. Notify the office as to the location of the fire.

Fireworks

The use of fireworks on campus is prohibited. Violators are subject to fines and disciplinary action.

MOTOR-VEHICLE POLICY

The College is responsible to provide and maintain a safe campus for pedestrian and automobile traffic. It is expected that student's who drive will maintain a Christian attitude and courtesy in at all times.

All motor vehicles owned or operated by students must be registered with the College and parked on campus in their assigned area.

Violations of traffic regulations may result in fines, removal of cars by towing, at owner's expense and/or suspension of the privilege of having a motor-vehicle on campus.

The college is not liable for vandalism or theft of any vehicle on campus. Students are encouraged to keep their vehicles locked at all times.

The full statement of the Vehicle Code, fines and procedures is available in the Dean of Student's Office. All Students are required to read the Motor Vehicle Policy.

ACADEMIC LIFE

Academic excellence should be the goal of every serious-minded Christian student. Northwest College encourages Christian scholarship. The mind of each student is a tool to be sharpened and used for the glory of God.

Students are expected to relate to the College's standards and the individual teacher's classroom regulations in a positive way. They must be courteous towards their teachers and refrain from conduct which disrupts the learning process.

In case of unresolved incompatibility with a teacher or the College's standards, the student is directed to see the Grievance section on page 39.

Enrollment/Course Change

Official registration may be made **ONLY** in the Registrar's Office. The only authority for an instructor to permit a student to be present in a class is authorization from the Registrar's Office. A student may add courses to his load through the second Friday of each semester. Students are responsible for the academic program they select when they register. Changes may only be made when filling out an Add/Drop Form in the Registrar's Office.

Course withdrawals through the second Friday of class instruction have no effect on the transcript. Course withdrawals during week three through the eighth Friday of class instruction result in a "W" (Withdrawal) on the transcript. Students who withdraw from a course during week nine through the last day of class instruction receive a "WS" (Withdraw Satisfactory = Grade of C or better average) or a "WU" (Withdrawal Unsatisfactory = Grade of D average or below). The assignment of "WS" or "WU" will be at the sole discretion of each instructor based on class records and any special circumstances involved with the withdrawal. Students who do not complete course work and/or fail to officially withdraw through the Registrar's Office assume responsibility for all costs associated with that work. A student who is absent for more than two weeks consecutively without contacting the College to explain the reason for their absence will be dropped from enrollment with a grade of "F". (See College Catalog for further explanation.)

Attendance

Classes are conducted with a view to helping students develop in knowledge and character, and the student's attendance is assumed. If absences do occur, the student is responsible for work missed. Because classes differ in purpose and character, individual teachers determine the effects of absences upon grades for their classes and publish specific requirements in course syllabi; appeals relating to attendance should therefore be addressed first to the teacher.

If a student is absent because of prolonged illness, he/she should contact the Campus Nurse in Health Services for an official documentation of medical care. The student will then receive the assistance of the Campus Nurse in providing documentation to the faculty member regarding absences linked to prolonged illness. It is still the prerogative of the individual faculty member to determine how these absences will impact course grading.

Class absences necessitated by required participation in some College-sponsored activity are excused through the Academic Affairs Office and/or the Dean of Student's Office. The faculty or staff member must submit a list of students participating and the Vice President for Academic Affairs and/or the Dean of Students informs teachers of times the students are to be excused. Students are authorized to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

Probationary Policy

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. It is assigned when a student's grade point average falls below the following levels: Freshman, 1.7; Sophomore, 1.9; Junior, 2.0; Senior, 2.0.

When a probationary student's cumulative GPA rises above these minimum levels he is removed from probation. Students on probation:

1. Are under the special supervision of the Vice President for Academic Affairs.
2. Will be requested to adjust academic loads (12 hr. Max).
3. Are restricted from participation in certain extra-and-co-curricular activities.
4. May be requested to take special classes, such as, Study Skills.

To be eligible for continued pursuit of a degree program at the College, students must have the minimum GPA's listed above for admission to the next level of study. Evaluations are made following the end of each academic year. Appeals for enrollment reinstatement must be directed to the Vice President for Academic Affairs.

All students participating in any extra-curricular activity at Northwest must have a 2.0 GPA the semester prior to participation.

Working Students

Working students should plan their academic load in view of the following recommended academic load:

Outside Work	Academic load
34 or more hrs. a week	Max. 10 credits
26 to 33 hrs. a week	Max. 13 credits
15 to 25 hrs. a week	Max. 16 credits

Recommended Academic Load

The average number of credit hours per semester is 16. Permission of the student's faculty advisor is required for a student to carry an academic load of more than 18 hours.

Make-Up Tests

Tests may be made up only if missed for serious, unavoidable, involuntary reasons. Such reasons would be: (1) extreme emergencies (e.g., death in the family); (2) Serious illness (e.g. unable to go to classes, work, meals, etc.); (3) Unavoidable and/or unexpected work conflict; or (4) College sponsored and scheduled activities approved by the Vice President for Academic Affairs (e.g., choir or varsity sports trips). Judgement as to whether or not a valid reason exists is the responsibility of the instructor.

A student who has been absent for such valid reasons must make arrangements the next day he/she attends class, or, when possible, in advance. This must be done with the instructor to make up the test.

No semester is officially ended until all tests are completed. Students should not plan to leave campus before the end of the testing schedule and should not ask to take exams early! Students who leave early will receive an "F" on the final. Make your plans for work, travel or weddings with this in mind.

If a student should have three exams on the same day he/she may petition the instructor of the third exam for testing at a different time. The time of the rescheduled test would be determined in consultation with the professor, but the test must be taken within the 4 days of finals.

Requirements for Graduation

For graduation requirements see the College Catalog. For additional clarification consult the Registrar regarding the graduation checklists or audits.

Student Records Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest College in compliance with FERPA is available from the Office of Admissions and Records. Annual notice regarding FERPA rights is provided in the College's Student Handbook and Catalog.

In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.
2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION:** You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A Copy may be obtained in person or by mail from: Northwest College, Registrar's Office, 5520 -108th Ave., NE, Kirkland, Washington, 98033.

DRUG POLICY

Northwest College is in compliance with Federal Regulations requiring all students to receive information regarding the use of Drugs/Alcohol, its effects, and all College, City, County, State, and Federal laws. This information is available to all students through the Drug and Alcohol Abuse Manual, which is available to all students at the start of the school year.

ACTIVITIES

Awards and Honors Convocation

An Awards and Honors Convocation is held in the spring of each school year as an encouragement to students at Northwest College to strive for excellence. Recognition is given to such factors as exemplary student life, and academic achievement. These include the following annual awards:

Graduate awards to the Associate in Arts and Bachelor of Arts graduates with the highest grade point averages on all academic work completed at N.C;

Departmental awards to the students with the highest grade point average of work completed in the major;

Academic awards to all students in each class level whose grade point averages exceed 3.8;

The Student Life Awards for outstanding male student, female student, and/or married student/couple of the year.

Social/Cultural Program

The Associated Student Body in cooperation with the College Administration sponsors spiritual, cultural and social life programs to encourage the development of the whole person.

A social-cultural committee composed of all ASB organization Vice Presidents develops and promotes the student body social-cultural programs and calendar for the year. All organizations must clear their calendars through the committee and the Administration for coordination and to make the events official. The social-cultural committee is chaired by the ASB Vice President for Student Activities who is responsible for all student social-cultural events.

A variety of cultural events are held throughout the year in order to expand the cultural awareness of the student. Such events feature films and lectures, musical presentations and special guests.

Residence Meetings

The AWS or AMS residence meetings, as well as, the evening floor meetings are for inspiration, encouragement, sharing of pertinent information and for discussing important matters. Students are encouraged to attend regularly.

All-School Events

Harvestime Social - An informal gathering sponsored by the ASB held in the Fall Semester of each year for the entire student body.

Missions Convention - During the beginning of Spring Semester a Missions Convention is held. Various projects may include a Food Fair (featuring foods from various parts of the world), Pre-Convention Brunch, booths, missionary guests, parade, costumes, special music or film, etc., and are designated to emphasize World Missions.

All-School Banquet - This is a formal banquet planned by ASB held in the Spring Semester and is for all students, administrators, faculty, and staff.

All-Sports Banquet - An event when athletes from all the varsity sports enjoy an evening of sharing faith, food, fun, and fellowship! Administrators, faculty, staff, and special guests, all convene to show appreciation of coaches and players of Northwest College. This annual event is scheduled in April of each year.

All-School Theme Nights - Different nights throughout each semester where all students are encouraged to join in special dress-up nights to fit the theme.

Other organizations, such as classes, also have their own social events and sponsor activities for their members during the year.

ATHLETICS

Varsity and Intramural Sports

Northwest College participates competitively in men's basketball and soccer; and women's basketball and volleyball. Northwest College is affiliated with the Pacific Northwest College Conference and is a member of the National Christian College Athletic Association. Schedules and sports calendar are available for all students.

DISCIPLINE

1. SANCTIONS

The College is concerned not only with the academic performance but with the personal conduct of each student. Guidelines for student behavior and appearance are provided for all students in the Student Handbook and College catalog. Each student is responsible to read and become familiar with all policies set forth herein. Failure to read the material does not excuse the student from the consequence of violations.

Disciplinary action, up to and including dismissal from the College, may be imposed upon a student for failure in action or spirit to abide by the statement of student conduct as outlined in this handbook, the Citizenship Manual or the standards of the College. A copy of the citizenship manual is placed in the library. The manual is available to all students.

2. APPEALS

Discipline may be appealed by a student. All appeals by a student must be made in writing to the Dean of Student's Office within seven calendar days following notification of disciplinary action. A full explanation of the "appeals policy" is available in the library and the Dean of Student's Office.

3. ACTIONS

The following disciplinary actions may be imposed upon a violator of Student Conduct:

- a. **Residence Hall Penalties:** Different degrees of penalties may be given according to the seriousness of the infraction. These may include work detail or fines (damage reparations), residence hall probation and/or referral to the Dean of Student's Office for formal College discipline as outlined below.
- b. **Provisional Citizenship Probation:** Notice to a student in writing, that he has been in violation of the rules of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct. A student's continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation.
- c. **Citizenship Probation:** Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. Students under Citizenship Probation are restricted from some College activities. Being placed on Citizenship Probation during the semester may jeopardize the student's privilege of interim housing.
- d. **Suspension:** An involuntary separation from College for an indefinite or stated period of time.
- e. **Dismissal:** Involuntary separation from College and termination of student status. Students dismissed from the College will not be allowed to apply for readmission without the express permission of the President.

4. DISCIPLINARY FINES SCHEDULE

Water Fights	\$25.00
VCR Policy Violation	\$25.00
Fire Works	\$25.00
Open Flame (in Dorm room)	\$25.00
Provisional Citizenship	\$25.00
Citizenship Probation	\$25.00
Quiet Hours Violation	\$10.00
Microwave in Room	\$10.00
Vandalism - cost of repair	(time and materials)
Late-in procedure, see page 22.	

5. JURISDICTION

All regulation's herein stated concerning student conduct and discipline shall apply to all students attending Northwest College. The College expects that its students will abide by its stated standard of conduct during the interim and vacation periods. It reserves the right to invoke retroactive discipline or refuse continued student status to students who become involved in moral and other major violations of the standards of conduct that involve student life or the College testimony.

6. INVOLUNTARY WITHDRAWAL

The College Board of directors has provided for involuntary administrative withdrawal as follows:

A student will be subject to involuntary administrative withdrawal from Northwest College, or from Northwest College housing, if it appears that the student (a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or (b) engages, or threatens to engage, in behavior which would cause property damage, or impede the lawful activities of others. Additionally, a student accused of violating other College disciplinary regulations may be diverted from the disciplinary process stated in the current edition of the Student Citizenship Manual and withdrawn in accordance with these standards, if the student, (a) lacks the capacity or fails to respond to pending disciplinary charges, or (b) did not know or does not recognize the nature of wrongfulness of the conduct. (For procedures see full policy statement in the Dean of Students Office.)

7. APPLICATION OF CITIZENSHIP REGULATIONS

Northwest College desires that its students develop life styles characterized by increasing freedom, built upon self-discipline, moderation, and adherence to Biblical principles. In the application and enforcement of rules affecting student appearance, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge, recalcitrance, and malice. Enforcement will necessarily be selective, aimed at correction and of obvious deviations in order to maintain reasonable adherence to standards. Individual responsibility is not abrogated by failure to punish all offenses. A civil and law-abiding community is the object.

GRIEVANCES

Northwest College is interested in providing an atmosphere consistent with its goals of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the "college family" can live harmoniously and with consideration for one another, as well as for the ongoing purposes of the College.

The College desires to deal equitably and fairly with all persons, whether students, staff, faculty, administration, business associates, or guests.

Should any student have a complaint (or grievance), the College is interested and concerned. The student is urged to follow scriptural patterns for the solutions of problems. This should become a part of his educational experience and spiritual development.

The following guidelines are considered appropriate:

1. If a student has a grievance against a teacher, the student should first speak to the particular teacher concerning the matter. If no satisfactory agreement is reached, he/she should take the matter to the Academic Affairs Office.
2. If a student has a grievance against another student or in matters of student life, he/she should try to settle the matter privately. If this cannot be done, the student may take the complaint to the respective Resident Dean and/or the Dean of Students.
3. If a student has a grievance against the College, he/she has elected class or student officers to represent him/herself to the administration. Student's are free to voice their own grievance to the proper Administrator.

A full statement of Student Academic - Citizenship Appeals Policy is available in the Dean of Student's Office and the Academic Affairs Office.

Principles to Remember

1. Proverbs 26:32 - "He that is slow to anger is better than the mighty and he that ruleth his spirit than he that taketh a city!" Don't do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult. Let the men be "gentlemen", and the women be "ladies", even when the going gets difficult.
2. Mark 11:25 - ". . . When ye stand praying. . .forgive." God is interested in you as a person, and in the kind of person you are becoming. Let God help you find the right approach to the solution to the problem. "More things are wrought by prayer than this world dreams of."
3. Matthew 18:15-16 - "If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. But if he does not listen, take along with you one or two others, so that every work may be confirmed and upheld by the testimony of two or three witnesses."

It should be remembered that the College personnel cannot always work instant solutions to all problems, but the N.C. student is among friends who care and who will take all reasonable steps toward the solution of all legitimate problems he/she may encounter.

SERVICES

Insurance

Students are encouraged to continue their insurance coverage under their parents' policy when this is possible. Family policy protection extends for the full calendar year and generally offers more complete coverage to the student.

Students are required to take out medical insurance offered by the College unless a signed release stating they have medical coverage is submitted to Northwest College at the time of registration. Claim forms are available from the Human Resources Office and must be submitted for each separate accident or illness. Students are responsible to read the Insurance Coverage Handout. Students should consult with the Human Resources Office regarding any questions concerning insurance coverage.

Athletic Liability Coverage (Subject to change per athletic insurance company)

All student who participate in the Northwest College inter-collegiate athletic programs (Soccer, Women's Volleyball, Men's Basketball, Women's Basketball), and are listed on the official NCCAA eligibility roster are required to be covered under the Northwest College school insurance program.

The premium for this insurance will be charged to the student's account at the start of the athletic season. All athletes who complete the entire season will receive a credit to their account for that specific premium at the end of the semester.

All athletic claims are processed through the Human Resources Office; and a claim must be submitted for each individual injury. They must be submitted as quickly as possible.

Liability

The College does not assume the responsibility to provide housing or food service in the case of a major disaster that would render the present facilities inoperable. The College cannot and does not insure against or assume responsibility for loss due to fire, theft, vandalism, or loss of life or personal injury.

Health Services

The services of a registered nurse are available to all students. She will consult with students concerning health matters and render certain health services as may be needed. Her hours are posted on the door of the Health Service Center in Crowder Hall. Special appointments may be made if the student has a schedule problem.

While the College does not maintain a staff physician, the Resident Deans or the College Nurse will be glad to consult with students needing the services of a physician.

HEALTH CENTER HOURS: Monday - Friday 10:30 A.M. to 3:00 P.M.

Counseling Services

The Counseling program of the College offers a variety of services. The services offered are preventive, redemptive, and supportive, they include, testing service, vocational counseling, growth groups, academic guidance, pastoral care, and referral counseling. The services are paid for by student fees. If a student is referred to a counseling agency apart from Northwest College, all fee schedules are between the student and agency to whom referral is made.

All Northwest College students needing services are referred through the Dean of Students Office.

Employment

Employment possibilities in the area of Northwest College are very good. Assistance in finding off-campus employment is given to our students by the Off-Campus Employment Service. In order to keep a good job market available, students are requested to inform this office of any changes they make in employment. On-campus employment is arranged through the Vice President for Administrative Services.

Students engaged in any form of employment that extends beyond closing hours of the residence must make special arrangements for entry with the Resident Deans or Resident Counselor. Those who do not have automobiles must prearrange return transportation with their employers and not with other students.

All student employment must be a positive influence and represent Northwest College guidelines; and development of Christian character. The College reserves the right to ask students to find a different employment if employment is not consistent with Northwest College philosophies.

Students who take jobs as babysitters will be allowed to take a special late-in provided the circumstances warrant it and permission is requested in advance from the Resident Dean. Work situations involving a student's advance from the Resident Dean. Work situations involving a student's late entry after 1:00 A.M. should be avoided.

Food Service (Pecota Student Center)

The Eagles Nest is located in the Pecota Student Center and serves as an on-campus light food service for resident students and commuters. It is managed by the College for the benefit of the students. The Eagles Nest is open 7:00 A.M. to 9:00 P.M., Monday through Friday, and is open some evenings for special occasions. The Eagles Nest area (including the Pecota Student Center offices and game room), is closed during the Chapel hour.

Food Service (Cafeteria Hours)

The cafeteria hours for regular food service is as follows:

Regular Hours (Monday - Friday)

Breakfast:	7:00 a.m. - 8:30 a.m.
Lunch:	11:45 a.m. - 2:15 p.m.
Dinner:	5:30 p.m. - 7:00 p.m.

Saturday

Brunch:	10:30 a.m. - 12:30 p.m.
Dinner:	5:00 p.m. - 6:00 p.m.

Sunday

Breakfast:	7:30 a.m. - 8:30 a.m.
Lunch:	12:30 p.m. - 2:00 p.m.
Light Meal:	8:00 p.m. - 8:45 p.m.

Each student must have a current on-campus I.D. card that must be presented to food service personnel at each meal.

Bookstore

The College Bookstore is located in the Pecota Student Center. The Bookstore handles textbooks, Bibles, commentaries, concordances, dictionaries, and other books of value in building a Christian worker's library. The bookstore also sells stationery supplies, Christian music recordings and books, College souvenirs and gifts. Purchases shall be on a cash basis. Bookstore hours are 8:15 A.M. to 4:00 P.M., Monday - Friday.

Library

The D.V. Hurst Library is the center for information services on campus. The library houses over 85,000 catalogued items, including over 550 periodical titles.

Library operations, services, and facilities are described in the library brochure. There are also handouts available explaining how to use various resources and gain access to the information you need.

The librarian is available for consultation for any assignment using library resources, no matter how large or small.

Library hours when classes are in session Fall and Spring Semesters:

Monday - Thursday	8:00 A.M. - 10:00 P.M.
Friday	8:00 A.M. - 5:00 P.M.
Saturday	10:00 A.M. - 8:00 P.M.
Sunday	1:30 P.M. - 5:30 P.M.

The **Library** is **closed** during **Chapel**.

For other times, such as finals, vacations, holidays, and summer school, the hours vary. Please watch your student bulletin for notice of changes in library hours or watch the front doors of the library for posted notices on library hours. The library is closed for most staff holidays.

Mail

Mail boxes are assigned at registration and should be checked regularly for announcements, telephone messages, examination papers, and mail. All mail boxes are located in the Pecota Student Center. The following should be used for all mail addressed to students:

John Doe - Mail Box # 000
Northwest College
P.O. Box 97085
Kirkland, WA 98083-0579



ALMA MATER

1. Let light shine out in the great Northwest;
Go tell the Saviour's grace
From College halls to land afar
Bring hope to ev'ry race.

Chorus

Lord, bless Thy work at N.C.
We turn our hearts to Thee
Oh, thrust us out and lead us on
To promised victory!

2. His Word approved in lives of those
Who've trained at N.C.
The Spirit sought for pow'r and truth.
'Til all His glory see.

Words by Maxine Williams

Music by Wilho Saari



Published by:

*Dean of Students Office
Northwest College
5520 108th Ave. NE
Kirkland, WA 98033
(206) 822-8266*